

Accounting Officer

Description

Maintains accounting records and performs routine filing and data entry tasks for accounting data including accounts payable and accounts receivables. Assists in the preparation of periodic accounting reports, manages petty cash and ensures accuracy of financial records. Visits the bank to carry out transactions.

Responsibilities

- Maintains and reviews financial records and reports discrepancies.
- Assists in providing relevant financial information needed to ensure an accurate statement of the Company's financial position to various regulatory agencies.
- Monitors expenditures and profits and ensures compliance with accounting and tax laws.
- Prepares regular reports and statements for review and ensures financial data is entered correctly and accurately.
- Prepares debit and credit journal entries for the company's accounts and carries out various basic bookkeeping functions.
- Conducts routine data entry management for accounting records including accounts payable and receivable.
- Manages petty cash.
- Manages filing system and maintains an accurate database of all transactions.
- Visits banking institutions to carry out financial transactions.
- Performs other related duties as assigned.

Technical Requirements

- Proficient in the use of Microsoft Office tools.

Knowledge Requirements

- Good knowledge of accounting procedures and International Financial Reporting Standards (IFRS).
- Good knowledge of tax laws and regulations.
- Good knowledge of general ledger accounting and account reconciliation.

Education

- Bachelor's degree or HND in accounting from an accredited institution.
- ICAN or ACCA certification is an added advantage

Experience

- 1 – 2 years post-NYSC experience in an accounting or similar role

Hiring organization

HReade Limited

Employment Type

Full-time

Industry

Real Estate Investment

Job Location

Surulere

Date posted

May 1, 2023

Skills

- Analyzing.
- Following instructions and procedures.
- Writing and reporting.
- Working with people.
- Learning and researching.
- Achieving personal work goals and objectives.
- Planning and organizing.
- Adhering to principles and values